

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

**VACANCY ANNOUNCEMENT**

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Richard Roesing, Management Officer

ANNOUNCEMENT NUMBER: 2014- 021

**OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES**

**POSITION TITLE: Payroll Assistant/Voucher Examiner**

**GRADE: FSN-7 (If successful candidate not fully qualified, position may be filled at a lower grade)**

**SALARY RANGE: GNF48, 597,526– GNF72, 896,294 (Annual basic)**

**OPENING DATE: August 22, 2014**

**CLOSING DATE: September 5, 2014**

***The U.S. Embassy in Conakry is seeking an individual for the position of Payroll Assistant/Voucher Examiner for USAID/Guinea.***

APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN ENTRANCE OR BE SENT TO [ConakryHR@state.gov](mailto:ConakryHR@state.gov).

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT: 4298/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

## **BASIC FUNCTION**

I. This position is located in the Office of Financial Management, USAID/Guinea, Conakry. The primary role of the incumbent is to function as a Voucher Examiner overseeing the Payroll vouchering function while maintaining and assisting the OFM team on administrative office management issues, serving as the Mission Coordinator for Time and Attendance and Payroll Operations, and also works preparing and examining various Vouchers for payment. The incumbent manages his/her office and provides a variety of financial management support services to the Mission Controller, Supervisory Voucher Examiner, Certifying Officer, Chief Accountant and other OFM staff, as time permits.

This Voucher Examiner is responsible for obtaining feedback of OFM services and ensuring that this information is distributed to OFM staff in order to meet our customer's needs. This individual will also perform specific disbursement functions, follow-up actions on outstanding collections and provide support to the Mission at large. This Position includes processing Mission timekeeping and payroll submission for FSNs using Mission WebTA and following up to ensure deadlines on action items are met. In addition, he/she prepares and edits letters, cables, memoranda and other correspondence for the office on the Mission's automated systems and maintains a data base of these documents in the OFM directory.

## **II. MAJOR DUTIES AND RESPONSABILITIES**

A. Coordinates FSN Payroll. Determines in coordination with the accounting section that funds are obligated and/or earmarked/committed, and also, ensures that appropriate authorizations, certifications, and other documents are on files. Ensures that paychecks get to their respective employees correctly and on time (FSNs, TCNs, USPSCs). Ensures that all payroll changes are correctly entered in the payroll program as reported through Time and Attendance cables and/or time sheets. Assures that payments are in accordance with the terms of the contracts and that payments are adjusted in accordance with the Compensation Plans as issued and revised from time to time. Ensures timely and accurate responses/templates are submitted to correct payroll rejections for Guinea and Sierra Leone. 40%

B. Incumbent is responsible for reviewing, auditing and processing through FSC Charleston all FSN and time-keeping for USAID/Guinea and for contracted **staff** located in Sierra Leone. **S/He is the main timekeeper in WebTA for USDHs, TCN and USPSCs.** Maintains necessary controls and files on these claims to ensure that payments are not made in excess of the authorized amounts and to prevent improper or duplicate payments. (Payroll is currently one of the most sensitive and responsible areas in Financial Services Division.) 15%

C. Maintain accurate and up-to-date chronological files on payroll and employees files. Liaise with FSC Charleston to ensure timely receipt and accurate disbursement of payroll. Receive and review all personnel actions

(Form JF62) for new employees, promotions, within grade increase and employees terminations. Analyze to determine that payroll claims are in accordance with contract provisions, control of budget line items, and payment documentation. Determines that funds are obligated and/or earmarked/committed, and are available for payment of the claim. Ensures also appropriate authorizations, certifications, and other documents are on file. Also ensures that payments are in accordance with applicable U.S. and Guinean laws and regulations. 10%

D. Ensures that payments are in accordance with the terms of the contracts and that payments are adjusted in accordance with the Compensation Plans as issued and revised from time to time. Determines in coordination with the accounting unit that funds are obligated and/or earmarked/committed, and also, ensures that appropriate authorizations, certifications, and other documents are on files. Represents OFM unit for USAID/Guinea through communicating with employees both orally and in writing to request additional information regarding payment claims, and maintains necessary controls and files on these claims. 5%

E. Using a word processor and an electric typewriter, composes routine correspondence in English (and occasionally, in French), types a variety of correspondence, reports and other documents in draft and final form. Incumbent ensures that all are in proper form, consistent with standard requirements, prior to submitting to supervisor for approval. Work includes technical documents which often have tabular formats as well as memoranda, cables, letters, reports, vouchers, and the like. Locates, obtains and tracks appropriate clearances and signatures. Maintains a data base of OFM documents prepared on MS Word and Excel in the OFM directories and subdirectories. In performing this function, coordinates with OFM staff to ensure procedures are followed, outdated documents are deleted, and form letters are properly maintained and recommends any necessary changes. Assemble background information for correspondence and, as requested, other pending actions by retrieving pertinent documentation from files and records of OFM or (C&R) for distribution. Disseminates guidance and ensures distribution of policies and procedures. This includes translating and/or interpreting between French, English and local languages for routing communications and when requested. Organizes and maintains extensive files including subject and working files, files on various Mission policies and guidelines and up-to-date Handbooks on AID regulations. Scans and files vouchers and other accounting documents in ASSIST-Documentum. 5%

F. Reviews and processes a variety of local invoices for payment, scheduling them via the Phoenix accounting and payment system. Scanning and sending vouchers for certification to the Regional Controller Office. Makes sure copies of all certified vouchers are received and filed. 20%

G. Performs other related duties as assigned: Issue memorandum of collection for outstanding phone bills and outstanding travel advances, create PN documents in phoenix for 1221 reconciling items posting. 5%

### **III. QUALIFICATION/SELECTION CRITERIA**

a. Education: (20)

Two years of college or technical study in accounting or a related field is required.

b. Prior Work Experience: (35)

From 1-2 years of progressively responsible experience in voucher examination, accounting, or auditing.

c. Language Proficiency: (20)

Level III English and French are required.

d. Knowledge, Skills & Abilities: (25)

Basic knowledge of U.S. Government travel regulations, Standardized Regulations, ADS and FAR/AIDAR provisions, and procedures and regulations governing USG or International organization financial management. Computer skills (Word, Excel, Outlook) required. Ability to learn quickly on the job.

**TOTAL: 100 points**

### **SELECTION PROCESS**

#### **ADDITIONAL SELECTION CRITERIA**

1. USAID will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at

[http://conakry.usembassy.gov/job\\_opportunities.html](http://conakry.usembassy.gov/job_opportunities.html) or at the U.S Embassy's main entrance; **plus**

2. A current resume or curriculum vitae that provides the same information found on the DS -174 (see Appendix B); **plus**
3. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above

#### SUBMIT APPLICATION TO

Human Resources Office-ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Office  
P.O. Box 603  
Transversale N0.2  
Centre Administratif de Koloma  
Commune de Ratoma  
Conakry, République de Guinée

#### POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: SEPTEMBER 5, 2014

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.